



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration
Pacific Region
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Dear Program Standards Participants:

This year the Food and Drug Administration Retail Food Program has again received funding for use by jurisdictions participating in the Voluntary National Retail Food Regulatory Program Standards. Funds up to a maximum of \$2,500.00 may be given to an individual jurisdiction.

WHAT CAN THE MONEY BE USED FOR?

As examples, the money maybe used for any of the following activities:

1. Completion of a retail food regulatory program self-assessment used to identify and establish regulatory program priorities;
2. Completing of a verification audit of a program self-assessment;
3. Studies and analyses related to the occurrence of foodborne illness risk factors within institutional foodservice, restaurant, and retail food store facilities under a jurisdiction's regulatory authority;
4. Establishment of meaningful performance measures focused on improving retail food / foodservice practices and procedures that have been identified as contributing factors to foodborne illness;
5. Completing Milestones Necessary to Meet a Standard.
6. Training of inspection personnel on retail food safety to meet one or more of the Retail Food Program Standards;
7. Implementation of specific intervention strategies for controlling foodborne illness risk factors and achieving implementation of best practices within the retail food / foodservice industry;
8. Equipment purchases by FDA for laboratory equipment and computers only if the items are required to accomplish a specific program standards objective and with prior approval by FDA's Division of Federal-State Relations. Laboratory purchases can not exceed **\$2,000.** Computer purchases must conform to FDA policy and/or restrictions; or
9. Travel, per diem, and related expenses for state, local, tribal personnel to attend training related to support the Retail Food Regulatory Program Standards assessment or continuous improvement plan, in accordance with their standard travel procedures.

HOW DO I APPLY?

Complete the attached application form, providing all the information requested and return the information to your Retail Food Specialist electronically. Please submit your application **NO LATER THAN APRIL 24, 2012.** For your convenience a list of the Regional Retail Food Program Specialists and their contact information is provided below.

HOW WILL THE MONEY BE PAID?

After the application forms have been received and evaluated a decision will be made regarding which proposals will be funded and the amount to be funded. Jurisdictions receiving funding will be notified within 15 business days after the application due date of April 24, 2012.

If your jurisdiction indicates that it accepts payment with the use of a VISA card, **this method of VISA payment MUST BE USED**.

The other way to provide funding is through a Purchase Order (PO). The PO is an agreement between the Jurisdiction and the FDA regarding a deliverable provided by the Jurisdiction. The deliverable in this case is the proposal for which you are being funded that advances your Jurisdiction forward in the Program Standards. The money is obligated when FDA begins to initiate your PO. You will have one year from the date that the money is obligated to complete your proposal. Details on the information that will be needed to complete a PO will be given to jurisdictions once the proposal submissions are decided upon. You will be paid upon verification of the completion of the proposal and your submission of a billing invoice to FDA.

At the time a jurisdiction has billed the FDA for completion of their proposal we will need verification that the proposal has been completed. The form of the verification will vary depending on the proposal. Examples of verification include:

- Submission of a completed National Registry Report and Permission to Publish that indicates that a program self-assessment or verification audit has been completed; or
- Submission of a written summary of an action plan/time line for addressing significant retail food protection program gaps identified during their self-assessment process; or
- Submission of a completed National Registry Report and Permission to Publish that indicates completion and analyses of data collected as part of a jurisdiction's study on the occurrence of foodborne illness risk factors within institutional food service, restaurant, and retail food store facilities under their regulatory authority; or
- Submission of a written summary report describing an intervention strategy used to reduce the occurrence of a risk factor (or risk factors) within their jurisdictions, the method use to evaluate the intervention strategy, and assessment of its overall effectiveness in achieving the desired reduction; or
- Submission of a written summary report that describes progress made toward achieving conformance with one of more of the Program Standards.

The above verifications will need to be provided to your Specialist prior to the billing invoice being sent to FDA. The fiscal office will check with the Specialist before they will pay the invoice.

Your Specialist will provide you further details on the information we will need once the funding has been decided.

KEY DATE: Your written application **must be submitted and received** by your Pacific Region Retail Food Specialist **no later than Tuesday, April 24, 2012.**

If you have questions or would like to discuss your program or funding request proposal one-on-one, please call one of the Pacific Region Retail Food Specialists. The contact information for each specialist is listed below:

✓ John Marcello:	john.marcello@fda.hhs.gov	(480) 829-7396 xt. 35
✓ Richard Ramirez:	richard.ramirez@fda.hhs.gov	(949) 608-4475
✓ Lisa Whitlock:	lisa.whitlock@fda.hhs.gov	(510) 637-3960 ext. 127
✓ Katey Kennedy:	katey.kennedy@fda.hhs.gov	(503) 671-9711 ext 16
✓ Brad Tufto:	brad.tufto@fda.hhs.gov	(509) 353-2554
✓ Sharon Ferguson	sharon.ferguson@fda.hhs.gov	(206) 553-7001 ext 41

Pacific Region Retail Food Team